

Pensions Committee

2.00pm, Wednesday, 25 September 2019

Agenda Planning

Item number	5.2
Executive/routine	
Wards	All
Council Commitments	

1. Recommendations

The Pensions Committee is requested to:

- 1.1 note the agenda planning document; and
- 1.2 note that the Pension Board are invited to comment on agenda items during Committee meetings.

Stephen S. Moir

Executive Director of Resources

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Agenda Planning

2. Executive Summary

- 2.1 This report and the scheme of committee document (appendix 1 of this report) provides the Committee with an overview of the proposed agendas for future meetings of the Pensions Committee and Pensions Audit Sub Committee. It also provides a more general overview of the current cycle of papers for those committees.
- 2.2 There will, of course, be specific matters and papers which need to be brought to attention of the committees in addition to those set out herein.

3. Background

- 3.1 In order for the Committee and Pension Board to gain an overview of the content of future meetings, it was agreed that an agenda planning document be submitted each quarter.
- 3.2 Committee meetings are held on a quarterly basis and the Audit Sub Committee meetings are generally held three times a year.

4. Main report

- 4.1 The proposed agendas for the next two meetings are therefore set out below, based on the usual Committee cycle plus any additional and intra-cycle requests.
- 4.2 The Statement of Investment Principles paper, scheduled for June 2019, was postponed allowing for the outcome of the Joint Investment Strategy Panel meeting in June to be included. The Principles will be reviewed and revised and presented to the Pensions Committee at the December meeting of the Pension Committee.
- 4.3 In addition, three reports have been added to the scheme of committee schedule (appendix 1) these are:

- the Lothian Pension Fund Contract Awards update presented to the Pensions Committee by Procurement Services in March and September each year.
- the employer covenant review presented to the Pensions Committee annually in September each year.
- the Contribution Stability Mechanism Review (previously referred to as Funding update and preparation for the Actuarial Valuation) presented to the Pensions Committee 'as required'.

December 2019

Pensions Committee	Audit Sub Committee
<ul style="list-style-type: none"> • Referrals / recommendations from Pensions Audit-Sub Committee • Benchmarking • Contribution Stability Mechanism Review 2019 • The Statement of Investment Principles • Stewardship and Engagement • Service Plan Update • Risk management summary • Governance Update 	<ul style="list-style-type: none"> • EU Tax Claims & Income Recovery • Investment Income Review-Cross-Border withholding tax • Investment Controls & Compliance • Global Custody Services Performance • Risk Management in-depth review

March 2020

Pensions Committee
<ul style="list-style-type: none"> • Referrals / recommendations from Pensions Audit-Sub Committee • Audit plans and reports (internal and external) * • Policies and Strategies Update • Governance Update • Actuarial Valuation: Lothian Pension Fund/Scottish Homes Pension • Employers Participating in Lothian Pension Fund • Service Plan Update and Budget for 2020/21 • Risk management summary <p data-bbox="150 1630 1414 1693">*Draft audits and plan will be developed in consultation with the Convenor of the Audit Sub Committee and the Independent Professional Observer.</p>

Future Pensions Committee and Audit Sub Committee dates:

Pensions Committee	Pensions Audit Sub Committee
<ul style="list-style-type: none">• Wednesday, 11 December 2019, 2.00pm, Dunedin Room, City Chambers.• Wednesday, 25 March 2020, 2.00pm, Dunedin Room, City Chambers.• Wednesday, 24 June 2020, 2.00pm, Dunedin Room, City Chambers.	<ul style="list-style-type: none">• Tuesday, 10 December 2019, 2.00pm, Dunedin Room, City Chambers.• Tuesday, 23 June 2020, 2.00pm, Dunedin Room, City Chambers.

5. Next Steps

5.1 None.

6. Financial impact

6.1 None.

7. Stakeholder/Community Impact

- 7.1 The Pension Board, comprising employer and member representatives, is integral to the governance of the pension funds and they are invited to comment on the relevant matters at Committee meetings.
- 7.2 There are no adverse health and safety, governance, compliance or regulatory implications as a result of this report. The forward planning of the Committees' agendas should facilitate improved risk management and governance for the pension funds.
- 7.3 There are no adverse sustainability impacts arising from this report.

8. Background reading/external references

8.1 None.

9. Appendices

Appendix 1 – Scheme of Committee Papers

Frequency	Pensions Committee	Audit Sub Committee	Month
Annually	Audit plans and reports (internal and external)	N/A - Draft audits and plan will be developed in consultation with the Convenor of the Audit Sub Committee.	March
	Policies and Strategies Update (including revised Pension Administration Strategy biennial from March 2016)	N/A	March
	Service Plan (every 2 years)	N/A	March
	Budget	N/A	March
	Governance Update (including Pension Audit Sub-Committee appointments)	N/A	March
	LPF Annual Report and Accounts (Unaudited)	LPF Annual Report & Accounts (Unaudited)	June
	Statement of Investment Principles	N/A	June
	Joint Investment Strategy Panel Activity	N/A	June
	Annual Investment Updates - Lothian Pension Fund and Scottish Homes Pension Fund	N/A	June
	Employer Covenant Review	N/A	September
	LPFE Limited and LPFI Limited Annual Reports	LPFE Limited and LPFI Limited Annual Reports	September
	Audited Annual Report and Accounts of the Lothian Pension Fund and Scottish Homes Pension Fund, including the Annual Report by External Auditor.	Audited Annual Report and Accounts of the Lothian Pension Fund and Scottish Homes Pension Fund, including the Annual Report by External Auditor.	September
	N/A	Pensions Data Quality	September
	N/A	Irrecoverable overpayment of pensions – decisions made under delegated authority	September
	N/A	Fraud Prevention	September
	Annual Report by External Auditor	Annual Report by External Auditor	December (or September if available)
	Benchmarking	N/A	December
	N/A	EU Tax Claims and Other Income Tax Recoveries	December
	N/A	Investment Income Review-Cross-Border Withholding Tax	December
	Stewardship and Engagement	N/A	December
N/A	Investment Controls and Compliance	December	
N/A	Global Custody Services Performance	December	
	Risk Management: In-depth review	December	

Frequency	Pensions Committee	Audit Sub Committee	Month
Semi Annually	Employers Participating in Lothian Pension Fund	N/A	March & September
	Lothian Pension Fund Contract Awards Report	N/A	March & September
3 Times per year	Service Plan Update	N/A	March, September & December
	Referrals / recommendations from Pensions Audit-Sub	N/A	June, September & December
Quarterly	Risk management summary	Risk management summary	March, June, September and December
Every 3 years	Actuarial Valuation: LPF SHPF Funding Strategy Statement		December or March
As required	Delegated authorities (provider appointments)	N/A	
	Discretions (death grants etc.)	N/A	
	N/A	Internal Audit Reports	
	Regulatory Update	N/A	
	Investment Strategy Reviews (at least every 3 years)	N/A	
	N/A	Particular items of risk management for greater scrutiny (as requested).	
	Contribution Stability Mechanism Review	N/A	